Approved For Release 2002/06/25 : CIA-RDP78-03097A000100060227-6

CONFIDENTIAL

Attachment No. 2

Proposal for Reclassification

Clerk, GS-3, $3168.20

Services teletype printers (three) in continuous operation, receiving and logging copy item by item, changing paper and ribbon as necessary, informing technicians of any apparent disorders in machines or circuits.

Receives monitored material on carbon-copy carbon-interleaved sheets. Breaks down sheets and assembles items in continuity. Sorts and distributes copies according to area reference of material.

Sets up and maintains files of monitored material received by teletype and by hand, with organization by transmitter, date and time.

Maintains section supplies, requisitioning materials and machine repairs as required, and maintaining sufficient supply of monitoring materials at each of twelve desks.

Maintains files of monitored recordings according to transmitter, language, date and time. Responsible for availability of these recordings for specified periods and their discard thereafter. Checks discarded wax cylinders for re-use.

Maintains attendance records for the section and performs related clerical duties.

CONFIDENTIAL

Approved For Release 2002/06/25 : CIA-RDP78-03097A000100060227-6